

Jakarta, 10 November 2005

A Request for Proposals to Host an English Language Fellow

2006-2007 Academic year

The Public Diplomacy Section of the United States Embassy builds mutual understanding between people through its information, education and cultural programs. One of the major priorities now for the Embassy is helping the Indonesian education sector improve its management, instruction and institutional infrastructure. A key support for these educational programs in the area of language instruction is the Regional English Language Programs (RELO) Office.

The RELO manages **the English Language Fellow Program** which brings American academics to Indonesia on a 10-month Fellowship to assist institutions with developing and improving their English language instruction. There are two levels of Fellows:

- **Fellow:** The regular Fellows are academics with a young MA degree (5 years or newer) in TEFL/TESL or related field. They generally have previous overseas teaching experience. The regular Fellow primarily will do direct teaching (up to 20 hours per week) plus some staff development projects and other extracurricular projects such as assisting an English Club.
- **Senior Fellow:** The Senior Fellows are academics with older MA or PhD degrees and several years of experience. They have previous overseas teaching and teacher training experience. The Senior Fellow will do some direct teaching (up to 12 hours per week), plus staff development and institutional outreach projects. The Senior Fellow can also assist with program assessment and development projects, as well as research projects related to the individual Fellow's area of expertise.

Each year Fellows are placed through a competitive selection process based on proposals submitted by interested institutions. Each year the proposals are vetted and ranked by an Embassy committee. The top ranking institutions will receive Fellows (up to the number of Fellow placements the current budget will allow.) Submitting a proposal is an indication of the host's interest in participating in the program, but it is not a guarantee that the institution will receive a Fellow.

At this time **we would like to invite you to submit proposals** to host an English Language Fellow for 10 months during the 2006-2007 academic year. Only proposals that are complete, meet the deadline, and follow the proposal guidelines below will be given serious consideration. **All proposals must be received in the Regional English Language Office by close of business December 9, 2005.** Proposals may be delivered, faxed or emailed to the RELO. The contact information is listed below.

The Public Affairs Section of the Embassy will provide round-trip airfare from the Fellow's home in the U.S. to the Indonesian city in which he or she will work, a 10-month stipend or salary for the Fellow, health insurance, a small cost of living allowance to assist with housing and other living expenses, a small book allowance for the Fellow's professional materials needs, and a miscellaneous allowance to assist with pre-departure costs.

The Embassy expects that the institution will provide some of the costs of the hosting of the Fellow for 10 months. This can be in-kind contributions. In previous years hosting institutions have covered costs for housing, including the rent (or partial rent) and providing the house (or apartment) with a hot water tank for the shower, a western style toilet, an air conditioner in the bedroom, a refrigerator and small stove in the kitchen, an Aqua Water dispenser, a working telephone and adequate furniture for the house. The Fellow would be responsible for paying the electric, water, gas, and telephone bills for the house and costs for a housekeeper during the Fellow's 10-month stay. The Embassy would also expect the institution to provide the Fellow with office space, a desk and chairs, a computer with Internet access, a telephone, and a bookcase. This does not need to be a private office.

We think that this is an exciting program that will not only benefit your institution, but will strengthen the mutual understanding between our two countries. We look forward to receiving your proposal.

Please address proposals to:

Damon Anderson and Kun Herrini
RELO Resource Center
Gedung Balai Pustaka, 6th Fl.
Jl. Gunung Sahari Raya No. 4
Jakarta 10720

OR fax to:

Damon Anderson and Kun Herrini
Regional English Language Office
021-351-6919

OR e-mail to:

Kun Herrini – RELOJKT1@cbn.net.id
Damon Anderson – andersonda2@state.gov

Sincerely,

Donna A. Welton
Cultural Attaché
U.S. Embassy Jakarta

Proposal Guidelines for Requesting an English Language Fellow

Proposals must contain all of the following information in order to be considered.

- Name and background information on the institution
- The type of Fellow your institution is requesting
- Name and contact information of the person who will assist the Fellow prior to and on arrival of the Fellow (name, business address, email, hand phone number, office phone number, and home address)
- Position description and work plan for the Fellow, listing classes the Fellow may teach and other activities for which the Fellow will be responsible. (This should match with the type of Fellow the institution is requesting and be as specific as possible.)
- A statement on the expected results of having an English Language Fellow working in the institution
- A statement about the cost sharing the institution is willing to contribute toward hosting a Fellow. List all including in-kind support such as providing office space, a computer with Internet connection, housing, and/or local transportation for the Fellow between the Fellow's local home and office.
- A signed statement that this proposal is agreed to by the Rector and the Head of the Department in which the Fellow will be working.
- A line item budget for hosting the Fellow that reflects the cost sharing the institution will contribute.